

# State telecommunications management manual

State of California Department of General Services		Telecommunications Division Sacramento, California
Category: <b>Delegation</b>	Chapter Title: <b>Introduction</b>	Chapter Number: <b>0400.0</b>
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## POLICY

*Agencies may request delegated project approval authority.*

Agencies are allowed, based on a demonstrated adherence to SAM and STMM guidelines and sound telecommunications management practices, the opportunity to request specific project delegation approval.

## TD DELEGATION

The TD is required, as specified by Government Code, to provide cost-effective telecommunications to state and local government. Inherent in this mandate is the need to ensure that agencies procure the most cost-effective and efficient telecommunications goods and services available. The TD recognizes that some agencies have extensive expertise in telecommunications management. For those agencies, the TD grants delegation for project management. See **Chapter 0401.0** for current delegation parameters. However, for some products and services, the TD will not grant delegation because they:

- May be of a technical nature beyond an agency's in-house expertise,
- Are new in the marketplace, or
- Are obtained more cost-effectively through the TD.

## DELEGATION REQUEST PROCEDURES

1. Submit a written request to the TD, Program Management & Administration, that is signed by the agency head.
2. Identify the specific delegation being requested.
3. Identify the limits of the delegation.
4. Identify prior experience with projects that fall within the limits of the delegation you are requesting.

#### **DELEGATION REQUEST AGREEMENTS**

As part of any delegation request, the agency agrees to:

- Maintain a file of all delegated purchases and related documents and make this file available to the TD for audit upon request.
- Establish and maintain written operating procedures for telecommunications management and functions. Make a copy of these procedures available to the TD for audit upon request.
- Comply with policies, standards and guidelines defined in the SAM, 4500 Sections and in this STMM.
- Keep an approved Telecommunications Plan on file. See *Chapter 0399.0, Telecommunications Planning Forms Index*.
- Maintain a reference file of Agency Telecommunications Representative Bulletins and a current copy of the STMM.
- Maintain informational copies of all Telecommunications Service Request (STD. 20) forms issued within delegation limits. Make copies available to the TD upon request.

If delegation is granted, the TD reserves the right to make routine checks to ensure agency adherence to the provisions of the SAM and this manual.



#### **Caution:**

##### **Payment for Vendor Services**

Nondelegated telecommunications services must have prior TD approval. If vendors request payment for nondelegated services that have not received prior approval from the TD, payment will not be authorized. The State Controller will not pay unapproved invoices and will return them to the agency.

*See Chapter 0101.0, TD Reference Guide, for all TD contact information referenced within this chapter.*